

*United States
Department of
Agriculture*

*Agricultural
Marketing
Service*

*Livestock
and Seed
Program*

Employee Recognition and Awards Program

Livestock and Seed Program Instruction – No. 390.3

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**U.S. Department of Agriculture
Agricultural Marketing Service, Livestock and Seed Program**

LIVESTOCK AND SEED PROGRAM INSTRUCTION	Number: LSP Instruction 390.3
Subject: Employee Recognition and Awards Program	Date: February 16, 1999
	OPI: Office of the Deputy Administrator

CHAPTER 1

I. PURPOSE

The purpose of this Instruction is to provide written policy, procedures, and approval levels for the Employee Recognition and Awards Program.

II. HIGHLIGHTS

This Instruction replaces Livestock and Seed Instruction 390.2, issued March 1, 1993. It has been revised to delete the Pyramid Awards Program, reflect revised approval levels, and include nominating procedures for the Safety and Customer Service Awards.

This Instruction separates policy from procedures. Refer to the appropriate chapter for procedures on implementing the policy contained in this Instruction.

Also included in this Instruction are revised forms for processing various awards and completion instructions for the AD-287-2 (revised 7/94), Recommendation and Approval of Awards.

III. POLICY

It is the policy of the Livestock and Seed Program to:

- A. Recognize employees or groups of employees who perform outstanding or meritorious service, including contributions that: increase productivity, efficiency, or economy; result in energy conservation, or significantly contribute to the Agency's safety and health program; promote equal employment opportunity; or receive special recognition for noteworthy achievements in their community or by professional organizations/associations.
- B. Encourage employees to submit beneficial suggestions for improving the efficiency of Government operations and cost reductions that result in cost-savings to the Program/Agency.
- C. Have all Branch Chiefs plan a minimum of 2 percent of their projected salary and benefits budget each fiscal year in support of the Employee Recognition and Awards Program.

DISTRIBUTION: All Employees

FILING INSTRUCTIONS: LSP Instructions

IV. MANAGEMENT CONTROLS

Program managers developed the approval levels and procedures contained in this Instruction in accordance with revised agency delegated authorities. These defined policies and procedures support sound management practices.

V. DEFINITIONS

- A. **Career Service Award**. A certificate and emblem presented to an employee in recognition of years of Federal service.
- B. **Keepsake Award**. A noncash recognition (e.g., inscribed plaques, paperweights, coffee cups, jackets, etc.) used to recognize employees for (1) performing their normal job responsibilities in a consistent but noteworthy manner or (2) performing tasks not normally required of them.
- C. **Extra Effort Award**. A cash award that recognizes individuals or groups who make a significant one-time contribution, e.g., special project, taskforce, etc., that is recognized as a contribution or accomplishment in the public interest.
- D. **Spot Award**. A cash award given to an individual for a special act or service. The award is processed with minimum documentation, and processing time is held to a minimum.
- E. **Time Off Award**. A paid leave of absence from duty granted to an employee as a reward for contributions to the quality, efficiency, or economy of Government operations.
- F. **Performance Bonus**. A performance bonus is monetary recognition given to an employee for having performed their normal day-to-day duties well.

Employees can demonstrate this in many ways (i.e., regularly contributes high work output; consistently completes work products of high quality; provides exceptionally prompt and courteous service to customers, clients and coworkers).

- G. **Quality Salary Increase (QSI)**. An award in the form of a step increase, that recognizes an employee's outstanding performance of job duties and responsibilities. The performance must have been sustained for at least 6 months in grade and must show promise of continuing at the same high level in the same position for at least 60 days. **This award requires a Performance Appraisal rating of "Outstanding."**
- H. **Suggestion Award**. An award granted for a constructive idea, problem solution, or achievement leading to the improvement of methods, equipment, procedures, or Government operations.
- I. **Program Civil Rights Award**. An award that recognizes employees who, through demonstrated efforts, enhance the Program's Civil Rights/Affirmative Employment Programs.

J. **Program Safety Award.** Recognizes employees for actions which contribute to sound and/or improved safety and health practices. The award was created to foster development, maintenance, and improvement of worker safety and health practices throughout the Program by increasing employee involvement.

K. **Program Excellence in Customer Service Award.** The Eugene M. Martin Award for Excellence in Customer Service is designed to recognize employees who strive to provide outstanding customer service and to provide an incentive that will encourage all employees to continuously improve Program services.

L. **Department Honor Awards.**

1. **Distinguished Service Award.** An achievement which constitutes a notable outstanding contribution to agriculture or to the public service.
2. **Superior Service Award.** An accomplishment which resulted in recognizable value or service beyond that ordinarily required.

VI. APPOINTMENTS AND TERMS

A. **Incentive Awards Officer.** The Resource Management Specialist (RMS) will serve as the Incentive Awards Officer. The RMS is also designated to sign Form AD-287-2, Recommendation and Approval of Awards, as the Reviewing Official.

The term of the Incentive Awards Officer will be indefinite, unless changed by the Deputy Administrator.

B. **Program Awards Committee.** The Program Awards Committee will be comprised of five Program employees representing the field and headquarters. Announcement of specific appointments will be made as a Program Notice for distribution to all employees.

Committee members will serve staggered 2-year terms.

VII. AWARD APPROVAL LEVELS AND RESPONSIBILITIES

A. **Assistant Secretary will:**

1. Approve all awards for individuals or group members exceeding \$5,500 per person.

B. Administrator will:

1. Approve individual awards of \$3,001 to \$5,500.
2. Select annual Honor award nominations for submission to the Secretary of Agriculture for consideration.

C. Deputy Administrator will:

1. Approve cash awards for any Program employee or group of employees, nominated by a Recommending Official, up to \$3,000.

Note: Group awards with a total combined dollar value exceeding \$3,000 will be approved by the Deputy Administrator, as long as no individual in the group is granted more than \$3,000

2. Encourage and promote the application of the principles and objectives of the Employee Recognition Program contained in this Instruction uniformly among the various organizational units and employee grade levels.
3. Direct the administration of the Program's Employee Recognition Program. Assuring compliance with all record maintenance and reporting requirements.
4. Appoint a Program Incentive Awards Officer to ensure compliance with record maintenance and reporting requirements.
5. Appoint a Program Awards Committee to review supporting documentation of nominations for all awards and suggestions requiring approval of the Deputy Administrator or referral to Agency level.

D. Associate Deputy Administrator, Branch/Staff Chiefs will:

1. Approve cash awards to any Program employee or group of employees up to \$2,000 (including QSI's). No individual in the group award can receive more than \$2,000.

2. Provide guidance and assistance to subordinates in applying the principles and objectives of the Employee Recognition Program as noted in this Instruction.
3. Invite and encourage employee suggestions, adopt those within their delegated authority that clearly improve operations, and give specific reasons why others

are not usable.

4. Identify employees who deserve recognition for one-time acts or services above normal requirements, make recommendations for awards and arrange for the prompt presentation and appropriate publicity of all approved awards.
5. As noted in this Instruction, forward all documentation and forms required for executing an award to the Program's Incentive Awards Officer.

E. **Program Incentive Awards Officer will:**

1. Review and evaluate the effectiveness of the Employee Recognition and Awards Program and as appropriate, make recommendations to the Deputy Administrator to ensure the program's effectiveness.
2. Provide guidance and assistance in the preparation and processing of all documents involved in the Employee Recognition and Awards Program and Honor Awards.
3. Process and transmit to the Human Resources Office (HRO), APHIS, appropriate copies of Form AD-287-2, Recommendation and Approval of Awards and supporting award documentation.
4. Prepare award certificates and forward them to Approving Official for presentation to the employee.
5. Maintain awards records in accordance with the Agency's retention schedule.
6. Serve as liaison with Human Resources for all matters regarding the Agency and Program Employee Recognition and Award Programs.
7. Manage the purchasing and inventory of items for the Program's Keepsake Awards Program, thus assuring the most cost-effective purchasing of generic award items.
8. Prepare the Annual Awards Report.

F. **Program Awards Committee will:**

1. Review and evaluate supporting documentation of nominations for all awards and suggestions referred to the Deputy Administrator for consideration of recognition at the Program or Agency level.
2. Recommend to the Deputy Administrator names of award recipients for consideration as Honor Award nominations, and for selection of the Program=s Annual Awards for Civil Rights and Outstanding Customer Service.

VIII. THE EFFECTS OF AWARDS ON PAY

Monetary awards are in addition to regular pay and are not considered part of an employee's base pay for retirement purposes. Awards are taxed at a flat rate established by the Internal Revenue Service which is currently 28 percent. Awards are also subject to withholding and Medicare taxes and social security deductions where such deductions are being made from base pay.

Barry L. Carpenter
Deputy Administrator
Livestock and Seed Program

CHAPTER 2

I. DETERMINING THE TYPE OF MONETARY AWARD

Before recommending or approving a monetary award, supervisors and approving officials must be able to determine the type of award that best supports the employee=s action or performance.

An explanation of the available monetary awards is contained in Chapter 1 of this Instruction. The basis for determining the amount of an award follows.

II. DETERMINING MONETARY AWARD AMOUNTS

Whenever possible, the nominator must decide if the employee=s contribution can be measured in terms of time saved, money saved, or expenditures avoided by using the following AMeasurable Benefits Scale.

Measurable Benefits Scale

Benefit	Award
Up to \$10,000	10 percent of the benefits
\$10,001-\$100,000	\$1,000 for the first \$10,000 in benefits, plus 3 percent of benefits over \$10,000
\$100,001 or more	\$3,700 for the first \$100,000 in benefits plus .005 of benefits over \$100,000.* Award amount should not exceed recipient=s annual salary.

If the contribution cannot be measured, the nominator should determine the award amount by weighing the AValue of Benefits and the AApplication as shown in the ANonmeasurable Benefits Scale.

Value of Benefits	Application		
	Limited: Impacts the public interest or a specific small work unit to as large as a division region***	Broad: Impacts the public interest, or several regional areas or an entire agency***	General: Impacts the public interest or more than one agency, or the entire Department***
Small/Moderate	\$50-\$325	\$325-\$650	\$650-\$1300
Moderate/Substantial	\$325-650	\$650-\$1300	\$1300-\$3150
Substantial/Extended	\$1000-\$2500	\$2500-\$5500	\$5500-\$10,000*

*All recognition for individuals or group members exceeding \$5,500 per person require approval from the appropriate Under or Assistant Secretary or General Officer. The Secretary approves incentive awards for SES.

**As of the date of this publication, the monetary amounts apply throughout the Federal Government.

***Agencies may refine these definitions to fit the needs of the organization.

Team or Group Awards. When a team or a group of employees receives monetary recognition, determining the amount given to each group member may be difficult. In such cases, the nominator can recommend how much each group member should receive based on their individual contribution.

III. MONETARY AWARD LIMITATIONS

- A. **Extra Effort Award.** If possible, use the AMeasurable Benefits Scale.≡ If the contribution cannot be measured, the ANonmeasurable Benefits Scale≡ must be used.
- B. **Spot Award.** Use the ANonmeasurable Benefits Scale.≡ A Spot Award may range from \$50 to \$500. No employee may receive more than \$500 during a 12-month period for Spot Awards.
- C. **Performance Bonuses.**
 1. If possible, use the AMeasurable Benefits Scale.≡ If not, use the ANonmeasurable Benefits Scale.≡

2. A lump-sum performance bonus cannot exceed 10 percent of an

employee=s annual salary and the employee must receive a AFully Successful performance rating.

3. An employee must receive a performance rating of AOutstanding to be granted a Quality Step Increase (QSI).
4. Generally a performance bonus should be given within 90 days following the end of the performance cycle.

D. **Employee Suggestion Award.** Use either the AMeasurable Benefits Scale or ANonmeasurable Benefits Scale to determine the amount of monetary recognition.

Superseded 5/98

A. SPECIAL ACT OR SERVICE AWARD

A lump-sum cash award which recognizes a "**one-time**" act or occurrence that is recognized as a contribution or accomplishment in the public interest that is within or outside of an employee's job responsibilities.

The monetary award amount for a Special Act or Service Award will be determined by using either Table 1: **Tangible Awards Scale**, or Table 2: **Intangible Benefits Guide**, shown in this chapter.

B. SPOT AWARD

A cash award which recognizes a special act or service that is recognized as a contribution or accomplishment in the public interest that is within or outside of an employee's job responsibilities.

Special Note: The Spot Awards Program allows supervisors to grant immediate monetary recognition to employees for special acts or services. Spot Awards are limited in amount and frequency and are not meant as a substitute award for accomplishments deserving greater monetary recognition.

The monetary award amount for a Special Act or Service Award will be determined by using either Table 1: **Tangible Awards Scale**, or Table 2: **Intangible Benefits Guide**, shown in this Chapter. Additional monetary limitations for this award are explained in detail in Chapter 5, **Spot Awards**, of this Instruction.

C. EMPLOYEE SUGGESTION AWARD

A lump-sum cash award granted for a constructive idea, problem solution, or achievement leading to the improvement of methods, equipment, procedures, or Government operations.

The monetary award amount for a Employee Suggestion Award will be determined by using either Table 1: **Tangible Awards Scale**, or Table 2: **Intangible Benefits Guide**, shown in this chapter.

D. SUSTAINED SUPERIOR PERFORMANCE AWARD (SSP)

A lump-sum cash award which recognizes an employee's sustained superior performance over a significant period (at least 6 months). This award requires that the employee have a Performance Appraisal rating of "Superior" and is applicable to GS employees only.

The monetary award amount for a SSP Award will be "**up to 15%, but not less than 3%**" of an employee's base pay.

E. QUALITY SALARY INCREASE (QSI)

An award that recognizes an employee's outstanding performance of job duties and responsibilities. The performance must have been sustained for at least 6 months in grade and must show promise of continuing at the same high level in the same position for at least 60 days. This award requires a Performance Appraisal rating of "Outstanding" and is applicable to GS employees only.

The monetary award will be an increased annual salary equivalent to a step-increase.

CHAPTER 3

I. AGRICULTURE SUGGESTION AWARD PROGRAM (ASAP)

Employees are encouraged to make suggestions that improve the effectiveness, efficiency or economy of day-to-day operations which ultimately benefit the Government.

The ASAP allows employees to receive monetary recognition for their ideas/suggestions which save money, time, or supplies; simplify operating procedures; or improve service to the public.

II. EMPLOYEE SUGGESTIONS

- A. **Eligible Suggestions** Any constructive idea, problem solution, or achievement leading to the improvement of methods, equipment, procedures, or Government operations. The proposal or accomplishment should contribute directly to the economy, efficiency, cost avoidance, mission effectiveness, conservation, or energy savings.
- B. **Ineligible Suggestions** The following are examples of ideas that are **EXCLUDED** from being considered as suggestions.
1. Proposals for employee benefits or services (vending machines, cafeteria services, restroom facilities, parking facilities, holidays, credit union, or employee activity matters, etc.).
 2. Improvements in working conditions (heat, air conditioning, office furnishings, etc.).
 3. Routine maintenance or repair (buildings, grounds, parking lots).
 4. Minor revision of forms (routine updating, corrections, reprints).
 5. Previous policies, procedures, or methods.
 6. Normal or routine safety practices (removal of obstructions, normal protective devices, installation of warning and traffic signs).
 7. Purchase or use of a commercial machine or product for the purpose advertised.
 8. Ideas that cost more to adopt than expected benefits.
 9. Indefinite or incomplete suggestions which do not identify a specific problem or situation or prescribe a feasible solution.

III. EMPLOYEE INVENTIONS

Employees who develop inventions which will benefit the Federal Government and/or the public are eligible for monetary recognition under the provisions of the Incentive Awards Regulations (Departmental Personnel Manual, Chapter 451).

- A. **Eligible Inventions.** A monetary award should be considered if the invention:
1. Contributes to the efficiency, economy, or other improvement in Government operations.
 2. Is in the public interest and is associated with the employee's official employment. Even though the making of an invention is considered to be within an employee's official duties, the employee should be considered for cash and honorary recognition.
 3. Benefits the public as evidenced by the number of patent licenses granted and other commercialization from patent licenses, and other information pertaining to the commercial use of the invention.
 4. Provides benefit to the Government as evidenced by Government use.
- B. **Initial Awards.** An initial award of \$100 should be granted in all cases where a reported invention has been favorably evaluated as having value to the Program/Agency's mission. When a patent application is filed by the Agency and the Federal Government either owns the invention or has a license, further monetary recognition should be granted (\$300 is recommended) upon notification that a patent has been issued.

IV. SUBMITTING AND PROCESSING SUGGESTIONS/INVENTIONS

Employees must submit suggestions in writing on Form AD-287, Employee Suggestion Form, and provide all required information as noted on the AD-287. **Detailed information on submitting and processing suggestions is provided in Chapter 4, of this Instruction.**

V. EVALUATING SUGGESTIONS/INVENTIONS

Detailed information on the criteria used in evaluating suggestions and inventions is provided in Chapter 4, of this Instruction.

VI. DETERMINING AWARD AMOUNTS FOR SUGGESTIONS/INVENTIONS

Suggestions/inventions are eligible for awards upon adoption or when a decision has been made to adopt. An award for a suggestion or invention will be based on the net savings or benefits for the first full year following adoption. The net savings or benefits will be applied in Chapter 2 of this Instruction, using either the AMeasurable Benefits Scale≡ or ANonmeasurable Benefits Scale.≡

VII. ACCEPTANCE OF AWARDS

Acceptance of an award constitutes an agreement wherein the employee has no further claim on the Government for use of the idea or invention.

CHAPTER 4

I. OVERVIEW

This Chapter contains **easy-to-follow** instructions for each type of award available and other applicable information, i.e., award criteria, eligibility, type of recognition, documentation required, and routing information.

II. AWARDS

Refer to pages 4-2 through 4-25 for required award documentation completion instructions and forms.

Recommending Officials and Approving Officials must use an original form AD-287-2, Recommendation and Approval of Awards. These forms can be obtained by using the electronic forms ordering system or by completing form CFPDC-1, Request for Forms, and Publications, and forwarding it to:

**Consolidated Forms and Publications
Distribution Center
Washington Commerce Center
3222 Hubbard Road
Landover, Maryland 20785**

TYPE OF AWARD: CAREER SERVICE AWARDS

ELIGIBILITY: All Full-Time and Part-Time Employees

TYPE OF RECOGNITION AND ISSUANCE:

Recognition includes an appropriate certificate and pin denoting the number of years of Federal career service, including civilian and all honorable military service.

Career Service Awards will be issued in 10-year increments.

PREPARATION:

Upon receipt of the Quarterly Length of Service Awards Notice from APHIS-HRO, the Administrative Office will:

1. prepare the appropriate certificate and attach recognition pin,
2. have Deputy Administrator sign, and
3. forward signed certificate and recognition pin to responsible Branch Chief.

PRESENTATION:

Career Service Awards will be presented to employees as early as possible after the appropriate length-of-service date by the Branch Chief or their designate.

TYPE OF AWARD: NON-MONETARY EXTRA EFFORT AWARDS

ELIGIBILITY: All Program Employees--Individuals/Organizations

TYPE OF RECOGNITION:

This is a non-monetary award. Award items are limited to items that are work related or can be utilized by an employee in their work environment. An example of these items are: inscribed plaques, paper-weights, cups, briefcases, pen/pencil sets.

APPROVING OFFICIAL:

Supervisors can recommend a Special Recognition Award for an employee or any individual or organization that supports the mission of the Livestock and Seed Program.

DOCUMENTATION REQUIRED AND ROUTING:

Supervisors can recommend a Special Recognition Award for an employee by:

1. completing Attachment 4-A to this Instruction,
2. forwarding it to their approving official

For Headquarter Offices - Branch/Staff Chief

Market News Field Offices - Area Supervisor

**Meat Grading Field Offices - Director/Office of
Field Operations, and**

3. forwarding concurred copy to Program Awards Officer.

DATE: _____

TO: Program Awards Officer
USDA, AMS, Livestock and Seed Program

P.O. Box 96456 - Room 2080-S
Washington, D. C. 20090-6456

THROUGH:

FROM:

SUBJECT: Special Recognition Award

In accordance with Livestock and Seed Program Instruction 390.2, Employee Recognition and Awards Program, dated October 1998, the following employee(s) were recognized:

Recognition was a result of: (please check appropriate reason)

- ___ Performing normal job responsibilities in an exceptional manner.
- ___ Performing non-routine duties, e.g., arranging conference facilities or providing temporary assistance in an area other than the employee's normal job assignment.
- ___ Performing a job-related function outside of normal duty hours, e.g., judging contests.

Additional Comments: _____

Other: Provide brief explanation: _____

The employee was recognized with: (description of item given)

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TYPE OF AWARD: RETIREMENT AWARDS

ELIGIBILITY: Employees who retire after 5 or more years of service.

TYPE OF RECOGNITION: Recognition will be in the form of a retirement certificate and engraved watch.

PREPARATION:

Upon request of the respective Branch Chief, the Administrative Office will:

1. prepare the retirement certificate,
2. have Deputy Administrator sign the certificate, and
3. forward signed certificate and watch to the Branch Chief.

PRESENTATION:

Retirement Award Certificate and watch will be presented to the retiring employee on the occasion of their retirement by the Branch Chief or their designee.

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TYPE OF AWARD: TEMPORARY/SUMMER AWARD

ELIGIBILITY: Summer Aides, Stay-In-School Employees, Temporary Employees, Summer Interns Employee must have worked for a period of at least 6 consecutive weeks.

CRITERIA FOR AWARD:

Employees must have performed assignments in an exceptional manner during their appointment. An award should be recommended if performance factors, "maintaining quality" and "quantity of work" listed on the attached, **Temporary/Summer Employee Evaluation** are rated "Exceptional" and all other factors are rated at least "Satisfactory."

AMOUNT OF AWARD:

<u>Grade and Position</u>	<u>Amount</u>
GS-1, 2, 3 and 4 Summer Aides Stay-In-School Temporary Employees	\$200
GS-5 and above Summer Interns Temporary Employees	\$250

DOCUMENTATION REQUIRED AND ROUTING:

Completion of Attachment 4-B, and Form AD-287-2.

Attachment 4-B, must be completed by the Rating Supervisor--who will sign Block 21 of Form AD-287-2 and forward to appropriate Approving Official who has authority to sign Block 23 on Form AD-287-2. (**APPROVING OFFICIALS ARE NOTED IN CHAPTER 1, SECTION VII OF THIS INSTRUCTION.**)

Approving official will forward the completed Attachment 4-B and signed Form AD-287-2 to:

Program Awards Officer
USDA, AMS, Livestock and Seed Program
P.O. Box 96456 - Room 2080-S
Washington, D.C. 20090-6456

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ATTACHMENT 4-B

Temporary/Summer Employment Evaluation

NAME _____ SOCIAL SECURITY # _____

PROGRAM _____ BRANCH _____

PERIOD COVERED BY RATING _____

Charge to Subcenter # _____

EVALUATION FACTORS	POOR	SATISFACTORY	EXCEPTIONAL
1. Maintaining quality of work 2. Maintaining quantity of work 3. Communicating orally 4. Accepting responsibility and initiating action 5. Responding to need for extra effort 6. Adapting to new or different situations 7. Planning and organizing own work 8. Getting along with co-workers 9. Conduct 10. Neatness 11. Punctuality			

NARRATIVE COMMENTS:

Nomination for Incentive Award

Yes____ No____

If nomination for Incentive Award is made, provide check mailing address below.

ADDRESS _____

Date	Name and Title of Rating Supervisor	Signature
Date	Name and Title of Reviewing Supervisor	Signature

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TYPE OF AWARD: EQUAL OPPORTUNITY/CIVIL RIGHTS AWARD

ELIGIBILITY: All Full-Time and Part-Time Employees

CRITERIA:

Nominations should be based on work or activity that enhances affirmative action or civil rights objectives. Examples of activities that will be considered are:

- (1) extra efforts to recruit under-represented groups,
- (2) participation in volunteer activities related to affirmative action or civil rights,
- (3) special assistance in training activities,
- (4) a note-worthy career that is an example to others, and
- (5) significant leadership or supervision in support of affirmative action or civil rights.

TYPE OF RECOGNITION:

Recognition includes a Certificate of Appreciation and inscribed award gift.

NOMINATIONS --

WHO CAN: Anyone may nominate an employee or group of employees.

HOW: By completing Attachment 4-C, or by providing the same information on plain paper.

DUE: Nominations are due by April 1 each year.

SUBMISSION: Nominations should be submitted directly to the Program Awards Officer for receipt by **April 1.**

SELECTION AND NOTIFICATION:

The Program Awards Committee will review the nominations received and prepare a list of recommended awardees for the Deputy Administrator's consideration and final selection.

The Awardee and their supervisor will be notified by the Deputy Administrator.

PRESENTATION:

Equal Opportunity/Civil Rights Award will be presented by the Deputy Administrator to coincide with Departmental Honor Award activities.

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ATTACHMENT 4-C

EQUAL OPPORTUNITY AWARD NOMINATION

NAME OF NOMINEE: _____

BRANCH: _____

The above employee(s) is deserving of special recognition for their Affirmative Action and/or

Equal Opportunity/Civil Rights activities which involved:

Signature of Person Making Nomination

Type or Print Name

Date

TYPE OF AWARD: EMPLOYEE SAFETY AWARD

ELIGIBILITY: All Employees

TYPE OF RECOGNITION:

The award is nonmonetary and shall be awarded to six employees on an annual basis. Recognition will be in the form of a Certificate of Appreciation and a jacket embossed with the employee=s name and ALivestock and Seed Program Safety Award.≡

SOLICITATION OF NOMINATIONS:

The Program Safety Officer will solicit nominations at the end of each fiscal year via a memorandum to all Branch Chiefs. Branch Chiefs are encouraged to request nominations from their first-line supervisors.

DOCUMENTATION REQUIRED AND ROUTING:

Documentation shall be in the form of a memorandum to the Program Safety Officer. The memorandum should clearly explain the nominee's contribution to the promotion, development, improvement and/or support of good safety and health practices in the Program. A citation for the award certificate should also be included.

SELECTION AND NOTIFICATION:

The Program Safety Officer will review the nominations with the Agency=s Safety Officer. A list of most eligible employees will be prepared and provided to the Deputy Administrator who will make the final selection(s). Once the final selections are made, the Program Safety Officer will notify the respective supervisor to obtain the employee=s jacket size.

PRESENTATION OF AWARD:

The Administrative Office will order the jacket and forward it along with the Certificate of Appreciation to the employee=s supervisor. The supervisor will make an official presentation of the award by including coworkers in the presentation. A picture of the award presentation should be forwarded to the Administrative Office.

TYPE OF AWARD: THE EUGENE M. MARTIN AWARD FOR EXCELLENCE IN

CUSTOMER SERVICE

ELIGIBILITY:

All current LS Program employees are eligible for nomination. Former employees are eligible for nomination for 1 year after their separation from the LS Program. In evaluating nominated candidates, no distinction will be made for grade level, occupational series, type of appointment, employment status, or tenure. Individual employees, work groups, teams, and organizational units within a Branch are eligible for nomination. The nominated employees may serve internal and/or external customers in any combination for the LS Program. All nominations must reflect an employee=s delivery of services over a sustained period of time (at least 9 months). Single identifiable acts or short-term demonstrations of outstanding customer service should continue to be recognized through the Incentive Awards Program. Recipients of the Eugene M. Martin Award for Excellence in Customer Service are not eligible for nomination for 1 year following receipt of the award.

NOMINATION PROCEDURES:

A. Criteria:

Successful candidates will be recognized as providing outstanding customer service by any or all of the following:

1. Displaying exceptional initiative or innovation in delivering LS Program services in the performance of their day-to-day activities;
2. Promoting a team approach and spirit through their actions, accomplishments, and
3. Responding to customer needs through continuous improvement of the services they deliver; and,
4. Actively supporting the accomplishment of the LS Program=s mission through excellence in customer service.

B. How to nominate candidates:

1. Any LS Program employee, applicant for service, or other interested party can nominate an individual or group of employees for the Eugene M. Martin Award for Excellence in

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2. Complete the attached nomination form clearly and concisely in the space provided. customers, survey responses, or documentation of personal contacts and observations).

3. Submit completed nomination forms and related supporting materials (by mail) to the LS Program Awards Committee (LSPAC) at the following address:

USDA, AMS, LS Program Awards Committee
P.O. Box 96456, Room 2092-S
Washington, D.C. 20090-6456

4. All nominations for the preceding year are due by March 1 of each year.

EVALUATION OF NOMINATIONS:

All submitted nominations will be evaluated by the LSPAC in accordance with the following:

1. All nominations will be evaluated to ensure that the eligibility requirements set forth in this Instruction are met.
2. All nominations that meet the eligibility requirements will be evaluated on a merit basis consistent with the nomination criteria set forth in this Instruction.
3. Based upon the merit evaluation of each nomination, the top five candidates (or less if five nominations deserving consideration are not received) will be submitted to the LS Program Deputy Administrator.

FINAL SELECTION OF THE RECIPIENT AND RUNNER-UP:

The LS Program Deputy Administrator will select the award recipient and runner-up each year from the top five candidates submitted by the LSPAC.

AWARD RECOGNITION:

Each recipient and runner-up for the Eugene M. Martin Award for Excellence in Customer Service will be recognized as follows:

1. Monetary: To be determined by the LS Program Deputy Administrator. Recipients who are not currently employed by the LS Program are not eligible for a monetary award.
2. Non-monetary: To be determined by the LS Program Deputy Administrator.
3. The recipient and runner-up will be presented their awards with appropriate ceremony at the annual LS Program Conference.
4. An article outlining the accomplishments of the recipient and runner-up will be published in the LS Program Newsletter.

Nonselected nominees on the highly qualified list will receive appropriate recognition from the Office of the Deputy Administrator, LS Program.

EUGENE M. MARTIN AWARD
for
EXCELLENCE IN CUSTOMER SERVICE

Name of Nominee: _____

Branch: _____

Using the following criteria, please clearly and concisely describe the nominee=s performance. Include any letters of commendation or appreciation or any documentation that may support the nomination.

- 1. Describe or explain the initiatives or innovations which the nominee has implemented to enhance the delivery of high quality customer service.*
- 2. Describe or explain how the nominee promotes a team approach and spirit by their actions and professionalism in providing outstanding customer service.*
- 3. Describe or explain how the nominee responds to the needs of the customer and continuously improves the delivery of LS Program services.*
- 4. Describe or explain how the nominee, through their performance and conduct, actively supports the accomplishment of the LS Program=s mission through excellence in customer service.*

Name of Person Making Nomination (please type or print)

(____)_____
Daytime Telephone Number

Signature

Date

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TYPE OF AWARD: PERFORMANCE AWARD
QUALITY SALARY INCREASE (QSI)

AWARD LIMITATION: Performance Award and QSI Award can only be granted once during a 52-week period. **Employee must have received a performance rating of A Fully**

**Successful \cong for a Performance Award and
"Outstanding" for a QSI award.**

ELIGIBILITY: General Schedule (GS) Employees Only

TYPE OF RECOGNITION:

Employee will be presented with a Certificate of Merit and will receive an increase in their annual salary equivalent to a within grade step-increase.

DOCUMENTATION REQUIRED AND ROUTING:

METHOD 1 - (1) Employee's Performance Standards annotated with specific accomplishments by the supervisor, (2) copy of employee's Performance Appraisal Rating, and (3) Form AD-287-2 signed in Block 21 by the Recommending Official.

METHOD 2 - In lieu of using the employee's Performance Standards, the supervisor can (1) complete the narrative section on Attachment 4-E, (2) copy of employee's Performance Appraisal Rating, and (3) Form AD-287-2 signed in Block 21, by the Recommending Official and Block 23 by the approving official.

Regardless of what method is used, all documents noted in the above methods should be forwarded to the appropriate approving official, as noted in Chapter 1, Section VII, of this Instruction.

APPROVING OFFICIAL: Will approve or disapprove the award recommendation.

IF DISAPPROVED - Approving Official will contact the Recommending Official to discuss the reason(s) for disapproving. **IF APPROVED** - Approving Official will forward all documents to the Administrative Office for processing.

Forward all documents to:

Program Awards Officer
USDA, AMS, Livestock and Seed Program
P. O. Box 96456, Room 2080-South
Washington, D. C. 20090-6456

TYPE OF AWARD: EXTRA EFFORT AWARD

AWARD LIMITATION: Employee must have received a performance rating
of A Fully Successful. \cong

ELIGIBILITY: All Employees

TYPE OF RECOGNITION:

Employees will be presented with a Certificate of Merit and monetarily can receive a cash award **"up to 10 percent, but not less than 3 percent of their base pay."**

DOCUMENTATION REQUIRED AND ROUTING:

METHOD 1 - (1) Employee's Performance Standards annotated with specific accomplishments by the supervisor, (2) copy of employee's Performance Appraisal Rating, and (3) Form AD-287-2 signed in Block 21, by the Recommending Official and Block 23 by the approving official.

METHOD 2 - In lieu of using the employee's Performance Standards, the supervisor can (1) complete the narrative section on Attachment 4-E, (2) provide a copy of employee's Performance Appraisal Rating, and (3) include a Form AD-287-2, signed in Block 21 by the Recommending Official and Block 23 by the Approving Official.

Regardless of what method is used, all documents noted in the above methods should be forwarded to the appropriate approving official, as noted in Chapter 1, Section VII, of this Instruction.

APPROVING OFFICIAL: Will approve or disapprove the award recommendation.

IF DISAPPROVED - Approving Official will contact the Recommending Official to discuss the reason(s) for disapproving. **IF APPROVED** - Approving Official will forward all documents to the Administrative Office for processing.

Forward all documents to:

Program Awards Officer
USDA, AMS, Livestock and Seed Program
P. O. Box 96456, Room 2080-South
Washington, D. C. 20090-6456

TEAM OR GROUP AWARDS - EXTRA EFFORT

Recommending/Approving officials can recognize a group of employees with a Extra Effort Award. **However, all employees included in the Group Award must have received a performance appraisal rating of "Fully Successful."**

The monetary recognition for each employee must be defined on a separate attachment to attachment 4-E and the AD-287-2. (See example 4-E-2.)

If the monetary recognition for a group of employees exceeds the approving official's limitations, the award must be approved by an approving official that has the appropriate authority.

Example: The Chief of the Meat Grading and Certification Branch receives a group award for approval. The group award is for 5 employees and each employee receives \$500--the total award amount is \$2,500. This amount exceeds the Branch Chief approving authority. Therefore, the award must be forwarded to the Deputy Administrator, who has authority to approve up to \$3,000 for a group award. **No individual in a group can receive more than \$3,000.**

The following documents must be submitted for a group award:

- 1 - AD-287-2
- 1 - Attachment 4-E
- 1 - Group Award Listing (See example 4-E-2).

Forward all documents to:

Program Awards Officer
USDA, AMS, Livestock and Seed Program
P.O. Box 96456, Room 2080-South
Washington, D.C. 20090-6456

NOMINATION FOR:

(only check one)

9 PERFORMANCE AWARD

9 QUALITY SALARY INCREASE (QSI)

9 EXTRA EFFORT AWARD

Amount \$ _____

CHARGE TO SUBCENTER # _____

NAME _____

NARRATIVE: (Required if specific accomplishments are not noted on Employee Standards)

CITATION FOR CERTIFICATE:

Date	Name and Title of Recommending Official	Signature
Date	Name and Title of Approving Official	Signature

<u>NAME</u>	<u>SS#</u>	<u>PAY PLAN-GRADE/STEP</u>	<u>AMOUNT</u>
Employee, I. M.	xxx-xx-xxxx	GS-XX/XX	\$1,000
Rogers, M. R	xxx-xx-xxxx	GS-XX/XX	\$ 500
Unhappy, U. R.	xxx-xx-xxxx	GS-XX/XX	\$ 500

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EMPLOYEE SUGGESTION
EMPLOYEE INVENTION

ELIGIBILITY: All Employees

CRITERIA FOR AWARD:

Employee submits constructive idea, problem solution, or achievement leading to the improvement of methods, equipment, procedures, or Government operations on a Form AD-287, Employee Suggestion.

TYPE OF RECOGNITION:

If suggestion is adopted, the employee is eligible to receive a monetary award and a certificate of merit.

AMOUNT OF AWARD:

The monetary award amount will be based on the net savings or benefits for the first full year following adoption. The net savings or benefits will be applied against the Measurable or Nonmeasurable Benefits Scale shown in Chapter 2 of this Instruction.

EVALUATING SUGGESTIONS:

Immediate Supervisors and Approving Officials will evaluate an employee's suggestion keeping in mind that the idea need not be new or original. It is only important that the idea or technique has not been used previously in that particular office or operation until suggested by the employee. When an improvement results from the employee's suggestion, even though a knowledge of the principle exists or the technique is used elsewhere, the suggestion is eligible for an award.

Immediate Supervisors and Approving Officials are encouraged to use Attachment 4-F as a guide when evaluating employee suggestions.

EMPLOYEE DOCUMENTATION AND ROUTING:

The employee must submit suggestions in writing on Form AD-287, Employee Suggestion. At a minimum, employees must document their ideas by including all the information requested on the Form AD-287.

Employees should forward suggestions and all supporting documentation to their immediate

supervisor.

IMMEDIATE SUPERVISOR DOCUMENTATION AND ROUTING:

The immediate supervisor is considered the Recommending Official and should provide comments and recommendations on the reverse side of the AD-287, then sign Block 21 on form AD-287-2 and forward to the appropriate Approving Official as noted below:

For Headquarter Offices - Branch/Staff Chief

Market News Field Offices - Area Supervisor

Meat Grading Field Offices - Regional Director

NOTE: Supervisors are allowed a maximum of 5 working days to evaluate employee suggestions and note their recommendations on the reverse side of the AD-287.

APPROVING OFFICIAL DOCUMENTATION AND ROUTING:

The Approving Official is responsible for reviewing the employee's suggestion.

If the employee's suggestion has impact **within** his or her organizational structure, the Approving Official must provide written comments on the reverse side of the AD-287. Using either the Measurable or Nonmeasurable Benefits Scale in Chapter 2 of this Instruction, the supervisor should complete Blocks 12, 13, 14, 16, and sign Block 23 on form AD-287-2. Forward all documentation to the Program Awards Officer.

If the employee's suggestion has impact **outside** of his or her organizational structure, the Approving Official will provide written comments on the reverse side of the form AD-287 and forward it to the Program Awards Officer for further routing.

NOTE: Approving Officials are allowed a maximum of 5 working days to evaluate employee suggestions.

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If the Approving Official **DOES NOT CONCUR** with the Immediate Supervisor's recommendation for approval, he/she should contact the Immediate Supervisor to discuss any problems. If the Approving Official still does not approve, he/she should prepare a memorandum to the employee stating the reasons for rejection.

PROGRAM AWARDS OFFICER, DOCUMENTATION AND ROUTING:

Upon receipt of documentation from the Approving Official, the awards officer will:

- 1) Assign a Suggestion Number and complete an AD-287-2, making appropriate distribution.
- 2) Complete the rest of the AD-287-2 and submit it for payment, arranging for check to be sent to the Approving Official.
- 3) Prepare Certificate of Merit.
- 4) Forward certificate to Approving Official for presentation to the employee along with check.

EVALUATING EMPLOYEE SUGGESTIONS/INVENTIONS

SUGGESTIONS

A. EVALUATING SUGGESTIONS. The idea need not be new or original. It is only important that the idea or technique has not been used previously in the suggesting employee's office or operation. When an improvement results from the employee's suggestion, even though

a knowledge of the principle exists or the technique is used elsewhere, the suggestion is eligible for an award.

1. The evaluation of employee suggestions shall:

- a. Be positive in tone and based on thorough understanding of the employee's idea;
- b. Include an analysis of feasibility and relative advantage over current practice, a cost-benefit analysis (including cost to implement and estimated first-year benefits), and a recommendation to adopt or not to adopt with reasons for the recommendation;
- c. Include a recommendation on the widest potential application and a recommendation for further referral of the suggestion, as appropriate; and
- d. Be approved by the level of management which has authority to adopt the suggestion for implementation.

2. Within Job Responsibilities. As a general rule, a suggestion within an employee's regular job responsibilities is not usually eligible for an award. Consider the following questions in making this determination: (If any question is answered "yes", the employee is likely to be ineligible for an award.)

- a. Is it covered in the employee's job description?
- b. Is it within the employee's job performance standards?
- c. Is the employee expected to make changes or improvements of this type?
- d. Would the employee's performance be less than satisfactory if the employee did not propose the change?
- e. Could the employee place the suggestion into effect without consulting the supervisor?

EXCEPTION. An employee may be considered for an award for an adopted suggestion within his/her job responsibility when: (1) the improvement or achievement results in highly significant or exceptional benefits to the Government and warrants special recognition; or (2) it is outside of the employee's responsibilities and authorities to implement the suggestion.

B. Duplicate Suggestions. The first suggestion received by the person at the level having authority to adopt will receive consideration. A similar suggestion received within 2 years will be returned to the suggester as a duplicate. If variations in the later suggestion make it

worthwhile as an alternative, each will be evaluated on the basis of its contribution to total benefits. The award will be divided proportionately.

- C. Reconsideration. An employee disagreeing with the decision not to adopt a suggestion or grant an award may discuss the disagreement with the individual having authority to adopt the suggestion. If the supervisor cannot answer the employee's question, the question should be referred to the next higher level. The decision of the official having authority to adopt is final and may not be grieved. A request for reconsideration may be made only within 2 years from the original decision not to adopt.
- D. Rejections. When the evaluation process reflects that it is not feasible to adopt a suggestion, the employee shall be informed in writing of the reasons.

INVENTIONS

- A. ELIGIBLE INVENTIONS. Employees who develop inventions which will benefit the Federal Government and/or the public are eligible for monetary recognition under the provisions of the Incentive Awards regulations. A monetary award should be considered if the invention:
 - 1. Contributes to the efficiency, economy, or other improvement in Government operations.
 - 2. Is in the public interest and is associated with the employee's official employment. Even though the making of an invention is considered to be within an employee's official duties, the employee should be considered for a cash and honorary recognition.
 - 3. Benefits the public as evidenced by the number of patent licenses granted and other commercialization from patent licenses, and other information pertaining to the commercial use of the invention.
 - 4. Provides benefit to the Government as evidenced by Government use.

ATTACHMENT 4- F

- B. Initial Award. An initial award of \$100 should be granted in all cases where a reported invention has been favorably evaluated as having value to the Agency's mission. When a patent application is filed by the Agency, and the Federal Government either owns the invention or has a license, further monetary recognition should be granted (\$300 is recommended) upon notification that a patent has been issued.
- C. Additional Awards. In addition to the above monetary recognition, further cash awards may be granted (up to \$35,000) for inventions owned by the Government.

CHAPTER 5

I. SPOT AWARDS

A Spot Award allows supervisors to grant immediate monetary recognition to employees for special acts or services. Spot Awards are limited in amount and frequency. They are not meant as a substitute award for accomplishments deserving greater monetary recognition. Making such substitutions would undermine the integrity of the Incentive Awards Program by denying an employee appropriate recognition for his/her achievement.

II. COVERAGE

- A. Spot Awards authority may not be used for team or group awards.
- B. All non-SES employees are eligible.

III. LIMITATIONS ON SPOT AWARDS

- A. Minimum award--\$50 (not including taxes).
- B. Maximum award--\$500 (not including taxes).
- C. No employee may receive more than \$500 during a 12-month period for Spot Awards.

IV. DOCUMENTATION

- A. Use Form AD-287-2, Recommendation and Approval of Awards, to process Spot Awards. (See Attachment 5-A.)
 - B. Form AD-287-2 should be completed by the recommending official or his/her designee as follows:
 - 1. The recommending official/designee completes Blocks 1-9.
 - 2. Block 10. Do not complete.
 - 3. Block 11. "Citation." Complete. This is the only justification required for the Spot Award.
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- 4. Block 12. Mark box for Spot Award.
 - 5. Block 13. Insert the number of persons as "1." **(If more than one person participated in an accomplishment deserving recognition, process separate Spot Awards for each person.)**
 - 6. Block 14. Enter amount of award (refer to Section V, part D).
 - 7. Block 16. Before completing this block, refer to Chapter 2 of this Instruction.
- C. Approval authority on Form AD-287-2:

1. Block 21, "Recommending Official." The recommending official/designee signs and dates.
2. Block 22,, "Reviewing Official." Will be completed in the Administrative Office.
3. Block 23. "Approving Official." The approving official for this award will be one of the following: Deputy Administrator, Associate Deputy Administrator, Branch/Staff Chief, Market News Area Supervisor, Meat Grading Regional Director.

V. PROCESSING THE SPOT AWARD

A. Spot Awards for Headquarter Employees

1. Upon receipt of the AD-287-2, the Incentive Awards Officer (or approved designee) will issue a check in the amount noted on the AD-287-2.
2. The Incentive Awards Officer will give the cash funds to the recommending or reviewing official who will present the Spot Award to the employee.

B. Spot Awards for Field Employees

1. Program Field offices should Federal Express mail (overnight) the completed and approved AD-287-2 to the Incentive Awards Officer.
2. The Incentive Awards Officer (or designee) will issue a check in the amount noted on the AD-287-2.

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3. The Incentive Awards Officer will Federal Express the check to the recommending or approving official.
4. Distribution of the Form AD-287-2 copies will be made in accordance with established procedures.

VI. INTERNAL CONTROLS

The National Finance Center (NFC) will "gross up" the award to cover taxes. For example, an employee receives a \$50 Spot Award, when APHIS-HRO enters the data into the system, NFC automatically calculates the value of the award plus appropriate taxes and issues a Notification of Personnel Action which will reflect the award in the total amount (\$50 plus taxes). The employee's pay slip also shows the total (i.e. "gross") amount. The remarks sections will indicate that the employee received a Spot Award and that the amount of the award was

increased to cover taxes. Each employee is responsible for reconciling his/her biweekly pay slip with awards received.

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CHAPTER 6

TIME OFF AS AN INCENTIVE AWARD

I. DEFINITION

A Time Off Award is a leave of absence from duty granted to an employee as a reward for contributions to the quality, efficiency, or economy of Government operations.

II. AUTHORITIES

Time off as an Incentive Award is granted under the authority of Section 201 of the Federal Employees Pay Comparability Act of 1990 (Public Law 101-509, dated November 5, 1990); Title 5 U.S.C 4502(e); 5 CFR 451, Subpart C; DPM Letter 451-12, dated June 30, 1992; and

AMS Administrative Notice 93-2, dated November 12, 1992.

III. COVERAGE

All employees except Senior Executive Service employees are eligible for Time Off awards.

IV. CRITERIA AND LIMITATIONS

- A. A full-time employee may be awarded up to 80 hours of time off during a leave year.
- B. A part-time employee may be granted time off up to the average number of hours of work in the employee's biweekly scheduled tour of duty. (For example, if an employee's scheduled tour of duty is 64 hours biweekly, that employee may be awarded up to 64 hours time off during the leave year.)
- C. The maximum time off that may be awarded for a single contribution is one-half of the maximum that may be awarded during the leave year. Thus, a full-time employee may be awarded 40 hours. (See paragraph IV. G).
- D. Except as provided in paragraph E., time off award recommendations must be reviewed and approved by an official at a higher level than the supervisor recommending the award.

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- E. To promote timely recognition of an employee's contribution, a supervisor may grant a time off award of up to 10 hours without higher level of review.
- F. A time off award must be supported by a written justification if the contribution exceeds moderate benefit. (See paragraph 2 below).
- G. The amount of time off awarded should be commensurate with the value of the employee's contribution or effort. To determine whether an award is appropriate and the number of hours to award, consider the following:
 - 1. Example of Contributions Deserving Recognition.
 - a. Making a high quality contribution involving a difficult or important project or assignment;
 - b. Displaying special initiative, creativity, and skill in completing an

assignment or project before the deadline;

- c. Using initiative and creativity in making improvements to a product, activity, program, or service, and/or;
- d. Furthering the mission of the Division/Agency during a difficult period by successfully completing additional work on a project assignment while maintaining the employee's own workload.

2. Evaluation Guidelines. Use the following as a guide for awarding time off:

<u>Benefits to Agency</u>	<u>No. of Hours</u>
<u>Moderate:</u> Change or modification of an operating principle or procedure with limited impact or use.	1 to 10
<u>Substantial:</u> Significant change or modification of procedures; an important improvement to the value of a product, activity, program, or service to the public.	11 to 20
<u>High:</u> Complete revision of a basic principle or procedure; a highly significant improvement to the value of a product, activity, program, or service to the public.	21 to 30
<u>Exceptional:</u> Initiation of a new principle or major procedure; a superior improvement to the quality of a critical product, activity, program, or service to the public.	31 to 40

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V. GUIDELINES

- A. Time Off awards, as all other incentive awards, will be factored in by the servicing personnel office when rating and ranking employees under merit promotion procedures.

- B. When physical incapacitation from duty occurs during a period when time off has been granted, sick leave may be substituted for the period of incapacitation.
- C. A Time Off award will not convert into a cash payment under any circumstances.
- D. The award is effective on the first pay period following approval. Time off must be scheduled and used within the fiscal year it is awarded. Any unused time off will be forfeited at the close of the fiscal year.

VI. DOCUMENTATION AND APPROVAL

- A. Form AD-287-2 (1/92), Recommendation and Approval of Awards, must be used to recommend and approve time off awards. **(See attachment 6-A.)**
- B. Except as provided in section IV, paragraph E above, time off award recommendations are to be approved at the same levels as other incentive awards. (Refer to Chapter 1 of this Instruction for approval levels.)
- C. The time taken off by the employee must be approved in advance and recorded on an SF-71, Application for Leave. Under item 5, the "Other" block should be checked and "Time Off Award" entered. **(See attachment 6-B.)** The SF-71 is to be filed with the employee's Time and Attendance Report (T&A).

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VII. PROCESSING

- A. Approving officials must submit the following copies to:
 - 1. Administrative Officer -- copies 1-3 of the approved form AD-287-2, and copy of completed and approved form SF-71.
 - 2. Employee Receiving Award -- copy 4 of the approved form AD-287-2.
 - 3. Employee's Timekeeper -- A photocopy of the approved form AD-287-2 for filing with the employee's T&A. Timekeeper must maintain a manual account of time off award hours granted and used. Award balance information should be recorded in the "Remarks" section on the T&A. Timekeepers should use transaction code 61/66 to record time off award hours used.

VIII. INTERNAL CONTROLS

- A. Division incentive awards coordinators/Administrative Officers will submit a time off

awards report along with their annual incentive awards report to the Employee Relations Branch, Personnel Division. The report shall include:

1. The number of employees recognized, the grade level of each, and the total number of hours awarded;
 2. The number of hours used;
 3. Any hours not used within the 1-year period and thereby forfeited;
 4. Positive program aspects, and;
 5. Problems encountered, if any, including solutions.
- B. Division incentive awards coordinators/Administrative Officers must retain copies of all documentation relating to time off awards.



Sf71.pdf



Ad-287-2.pdf